

MINUTES OF THE STATE PERSONNEL BOARD
July 17, 2008
Charleston, West Virginia

The State Personnel Board met on July 17, 2008, at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were James A. Kirby III, General Counsel for the Department of Administration and Chair Designee, per Robert W. Ferguson, Jr., and members, Jack Canfield, Mark Carbone, Sharon Lynch, and Eugene Stump. Others in attendance included: Otis G. Cox, Director of the Division of Personnel; Evelyn Davis, Assistant Director of the Organization and Human Resource Development Section; Teresa Morgan, Manager of the Employee Information unit of the Employee Communications and Information section; Frank Chambers, Manager of the Applicant Placement Unit of Staffing Services; Yvonne Wilhelm, Manager of the Internal Employee Placement Unit of Staffing Services; Mike Campbell, Manager of the Test Construction and Research Unit of Staffing Services; Debbie Anderson and Barbara Jarrell, Senior Personnel Specialists of the Classification and Compensation Section; Steve Forsythe, Senior Personnel Specialist of the Employee Relations Section; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The members of the Board received the minutes from the June 19, 2008 meeting prior to this meeting. Acting Chairman Kirby asked for any additions or corrections. There being none, Mr. Stump moved to accept the minutes. Mr. Canfield seconded the motion. The Board approved the June 19, 2008 minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF TRANSPORTATION
Division of Highways

Upon motion of Mr. Canfield, seconded by Ms. Lynch, the State Personnel Board approved proposal #2469, eliminating the current salary adjustment of \$.96 per hour for the employees in the Transportation Worker 1, 2, 3 and 4 classifications at the conclusion of their six month probationary period and establishing a special hiring rate of \$.96 per hour above the minimum hiring rates for Transportation Worker 1, 2, 3 and 4 classifications. The Board also approved a special plan of implementation whereby any incumbent probationary employees in the series at the time the probationary salary adjustment is eliminated will be granted the \$.96 per hour increase. Otherwise, the standard plan of implementation will be used where the salaries of those incumbents below the new minimum shall be adjusted to the new minimum and the salaries of incumbents within the pay range will remain unchanged. These actions are effective August 1, 2008. Barbara Jarrell, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

#2467 MONONGALIA COUNTY HEALTH DEPARTMENT
#2471 MINERAL COUNTY HEALTH DEPARTMENT
#2472 MASON COUNTY HEALTH DEPARTMENT
#2473 WEBSTER COUNTY HEALTH DEPARTMENT
#2474 WAYNE COUNTY HEALTH DEPARTMENT
#2475 HAMPSHIRE COUNTY HEALTH DEPARTMENT
#2476 POCAHONTAS COUNTY HEALTH DEPARTMENT
#2477 HARRISON-CLARKSBURG HEALTH DEPARTMENT
#2478 FAYETTE COUNTY HEALTH DEPARTMENT
#2480 GRAFTON-TAYLOR COUNTY HEALTH DEPARTMENT

Upon motion of Mr. Carbone, seconded by Mr. Canfield, the State Personnel Board unanimously agreed to consider the aforementioned health department proposals en masse as they all deal with the issue of across-the-board salary increases.

Upon motion of Ms. Lynch, seconded by Mr. Carbone, the State Personnel Board approved proposals implementing across-the-board salary adjustments which, when combined with the mandatory across-the-board increase for which the Legislature provided funding, will equal the following: 1) 3% annually with a minimum of \$708 per Division of Personnel guidelines for all permanent full-time and permanent, part-time employees of the **Monongalia County Health Department**; 2) \$1,008 annually for all employees of the **Mineral County Health Department**; 3) 3% annually with a minimum of \$708 per Division of Personnel guidelines for all permanent full-time and permanent, part-time employees of the **Mason County Health Department**; 4) 3% annually with a minimum of \$708 per Division of Personnel guidelines for all permanent full-time and permanent, part-time employees of the **Webster County Health Department**; 5) 3% annually with a minimum of \$708 per Division of Personnel guidelines for all employees of the **Wayne County Health Department**; 6) 3% annually for all employees of the **Hampshire County Health Department**; 7) 3% annually with a minimum of \$708 per Division of Personnel guidelines for all permanent full-time and permanent, part-time employees of the **Pocahontas County Health Department**; 8) 3% annually for all employees of the **Harrison-Clarksburg Health Department**; 9) 3% annually for all employees of the **Fayette County Health Department**; and, 10) 4% annually, in addition to the mandatory across-the board increase for which the Legislature provided funding for all employees of the **Grafton-Taylor County Health Department**. These adjustments are in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule* and will be effective retroactive to July 1, 2008. Approval for all of the aforementioned salary adjustments, except Grafton-Taylor Health Department, are contingent upon receipt of approved minutes from the associated boards of health confirming the vote granting the salary adjustment. Teresa Morgan, Manager of the Employee Information Unit of the Employee Communications and Information Section, presented the proposals.

DEPARTMENT OF EDUCATION AND THE ARTS

Upon motion of Mr. Carbone, seconded by Ms. Lynch, the State Personnel Board approved proposal #2479 designating the following organizational units for the specified job classes in the Department of Education and the Arts as the organizational units for an interdepartmental transfer due to the elimination of positions in the Department of Education and the Arts and subsequent consolidation of those eliminated positions in the Office of Technology of the Department of Administration. The proposal was modified insofar as the Information Systems Coordinator 2 classification within the Division of Rehabilitation Services was removed from consideration per the request of the Office of Technology.

Division of Rehabilitation Services, Information Technology Support Unit and Network Unit
Information Systems Coordinator 1
Information Systems Specialist 2
Information Systems Specialist 3

Culture and History
Information Systems Specialist 2

Library Commission, Network Services Administration
Information Systems Coordinator 1

These actions are effective no sooner than August 16, 2008. Teresa Morgan, Manager of the Employee Information Unit of the Employee Communications and Information Section, presented the proposal

OTHER BUSINESS

Revision of *Annual Increment Policy* (DOP-P5)

Upon motion of Mr. Stump, seconded by Mr. Canfield, the State Personnel Board approved a revision to the *Annual Increment Policy* (DOP-P5) increasing the annual increment payment from \$50 to \$60 per year of qualifying service. This action is effective immediately. Steve Forsythe, Senior Personnel Specialist in the Employee Relations Section presented the proposed revision.

Reimbursement of Compensation Paid to State Employees for Training Education and Professional Development

Upon motion of Mr. Canfield, seconded by Mr. Stump, the State Personnel Board approved filing of the agency approval of a proposed rule regarding *Reimbursement of Compensation Paid to State Employees for Training Education and Professional Development* with the Legislative Rule-Making Review Committee and the Secretary of State's Office in accordance with the

provisions of *W.V. Code* ' 29A-3-1 et seq. Steve Forsythe, Senior Personnel Specialist in the Employee Relations Section presented the proposed rule.

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for August 21, 2008, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.

**Robert Ferguson, Jr., Chairman
State Personnel Board**

**Shelly R. Lowery, Secretary
State Personnel Board**